

RGM: New Coordinator Orientation Agenda

CAT DAY 1: Tuesday, November 15, 2005

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| 8:30-9:00 | | Welcome/Introductions/Travel |
| 9:00-10:15 | I | What is WIC? <ul style="list-style-type: none">• WIC Basics• WIC is Nutrition• Federal and state funding• Staffing roles and ratios <i>Jacqueline Beard, Training Coordinator</i> |
| 10:15-10:30 | | Break |
| 10:30-12:00 | I | Contracts 101: The Basics <ul style="list-style-type: none">• Consolidated and non-consolidated contracts• Process• Understanding forms, lingo, timelines• Key deliverables and responsibilities <i>Marsha Boling, Local Program Consultant</i>
<i>Barb Krogstad, Local Program Consultant</i> |
| 12:00-1:15 | | Lunch |
| 1:15 - 2:00 | II | Expenditure Report and Time Study
<i>Jacqueline Beard</i> |
| 2:00-3:15 | II | State and Federal Laws that Impact WIC <ul style="list-style-type: none">• Health Care Assistant/vaccinations• Medical Test Site• Blood-borne pathogens• CPS Referrals• Confidentiality/Release of Information <i>Margaret Dosland, Training Consultant</i> |
| 3:15-3:30 | | Break |
| 3:30-4:30 | II | Breastfeeding Promotion in WIC <ul style="list-style-type: none">• What is your role in Breastfeeding Promotion?• How WA WIC Measures Up - Breastfeeding Data <i>Jean O'Leary, Breastfeeding Coordinator</i> |

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CAT DAY 2: Wednesday, November 16, 2005

8:15-8:30 Network/Travel

8:30-10:00 I **Functioning Effectively at the Local Level**

- Policy and Procedure Manual
- Communication – memos, WIC mail/email/fax, CIMS supplement, web site, list serve
- Getting Support: Help Desk, Program Staff support
- Training/QA
- Clinic directories update
- Computer system management and data requests

Jacqueline Beard

10:00-10:15 **Break**

10:15-11:45 II **Program Integrity: Client, Staff and Retailers**

- Learning about Federal Regulations
- Compliance Challenges
- Preventing Non-compliance

Kathy Chapman, Integrity Unit Manager

11:45-1:00 **Lunch with Local Program Consultant Walk**

1:00-1:45 I **CIMS Reports**
Jacqueline Beard

1:45-3:00 **Caseload Management**
Mary Candler, Training Consultant

3:00-3:15 **Break/Travel**

3:15-4:15 II **Developing your Action Plan: Next steps!**

- Goal Setting
- Obstacles/Solutions
- Action Plans

Margaret Dosland

4:15-4:30 **Questions/Answers**
Feedback/Wrap-up